

Tax Year 2020 W-2 Online Tutorial

Step-By-Step Instructions for Create/Resume Forms W-2 Online

1. Select “**MENU**” on the Social Security home page, then select **Business Services** to go to the “Business Services” page. On the “Business Services” page, select **Log in or Use Business Services Online** button to go to the “[Business Services Online](#)” page.

Social Security SEARCH MENU LANGUAGES SIGN IN / UP

Home Business Services Online

Business Services Online

Welcome

The [Business Services Online Suite of Services](#) allows organizations, businesses, individuals, employers, attorneys, non-attorneys representing Social Security claimants, and third-parties to exchange information with Social Security securely over the internet. You must register and create your own password to access Business Services Online.

Business Services Online
[Log In](#) [Register](#)
[Complete Phone Registration](#)

Business Services Online (BSO)

Hours of Operation
 Monday - Friday: 5 AM - 1 AM ET
 Saturday: 5 AM - 11 PM ET
 Sunday: 8 AM - 11:30 PM ET

- + For Employers
- + For Attorneys & Appointed Representatives
- + Social Security Number Verification Services (SSNVS)
- + Consent Based Social Security Number Verification Service (CBSV)

Message

If you received an Employer Correction Request (EDCOR) letter concerning name and SSN mismatches for your employees and you need additional resources, please visit the EDCOR landing page at www.ssa.gov/employer/notices.html.

If you are adding a new BSO account, please make sure you select **View Wage Report Name/SSN Errors** in addition to Report Wages.

Do you want to report wages to Social Security and/or test wage files using AccuWage?

Yes No

In addition, do you want to View Wage Report Name/SSN Errors?

Yes No

If you report wages to SSA, go [here](#) to learn more about **adding a new service to your BSO account**.

The [Complete Phone Registration](#) option is provided to individuals who began their Business Services Online registration by phone and need to create a password.

[Información para el Empleador en Español](#)

[About Us](#) [Accessibility](#) [FOIA](#) [Open Government](#) [Glossary](#) [Privacy](#) [Report Fraud, Waste or Abuse](#)
[Benefits.gov](#) [Disability.gov](#) [MyMoney.gov](#) [Regulations.gov](#) [USA.gov](#) [Other Government Sites](#)

2. Select the **Log In** button on the “Business Services Online” page. The system displays the “Log In to Online Services” page.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Welcome | BSO Information | Keyboard Navigation

Log In to Online Services

For your security, please log out of the application and close all Internet windows when you are finished.

Online Services Availability

- Monday-Friday: 5 AM - 1 AM ET
- Saturday: 5 AM - 11 PM ET
- Sunday: 8 AM - 11:30 PM ET

New User?
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information
- Create your password and security questions

[Create Log In Account](#)

Did you register with SSA by [phone or paper form](#) and need to create a password?

Existing User?
Please log in below:

User ID:

Password:

[Forgot user ID?](#)
[Forgot your password?](#)

User Certification:
I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files.

I have read & agree to these terms.

www.socialsecurity.gov BSO Welcome | BSO Information | Keyboard Navigation

3. Enter your **User ID** and **Password**.
4. Select the **I have read & agree to these terms** check box on the “Log In to Online Services” page.
 - Select the **Log In** button to display the BSO “Main Menu” page.
 - To return to the “Business Services Online” page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online Business Services Online
www.socialsecurity.gov BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

JOHN NAGLE
Logout

Main Menu [HELP](#)

Welcome, JOHN NAGLE
Your password expires on **April 01, 2100**

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Report Wages To Social Security
Test wage files using AccuWage
Submit, download and print W-2s and W-2cs
View submission status, errors and error notices for wage reports submitted by or for your company
Request an extension to resubmit a wage file

Web Service
With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.

The EWR Web Service includes operations to submit wage files (in an EFW2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

www.socialsecurity.gov

- Select the **Report Wages To Social Security** link on the BSO “Main Menu” page. The system displays the “Wage Reporting Attestation” page.

Social Security Online Business Services Online
www.socialsecurity.gov BSO Main Menu | BSO Information | Keyboard Navigation | Logout

Wage Reporting Attestation

User Certification for Electronic Wage Reporting

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

- Select the **I Accept** button on the “Wage Reporting Attestation” page to go to the “EWR home” page. To return to the BSO “Main Menu” page, select the **I DO NOT Accept** button.

Social Security Online
Business Services Online

www.socialsecurity.gov | [BSO Main Menu](#) | [BSO Information](#) | [Keyboard Navigation](#) | [Logout](#)

Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

Forms W-2/W-3 Online
Forms W-2c/W-3c Online
Upload Formatted Wage File
AccuWage Online

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit Forms W-2 and W-3 with up to 50 forms W-2 per W-3. There is no limit on the number of Forms W-3 an employer can submit, even for the same Employer Identification Number (EIN).
- Up to 50 Forms W-3 can be saved at a time to be resumed/submitted at a later date. Each Form W-3 can have up to 50 Forms W-2 associated with it.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save \(or Print\) Submitted W-2 Report\(s\) PDF to Your Computer](#)

A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

[E-mail a Wage Reporting Expert](#)

[Información en Español](#)

Online Tutorials & Training

[Wage Reporting Handbook](#)

[SSN Verification Handbook](#)

[Online Registration Handbook](#)

[Online Tutorial](#)

[FAQs - General Employer](#)

Other Useful Information

- ▶ [Before You File](#)
- ▶ [Checking SSNs](#)
- ▶ [Uploading Formatted Files](#)
- ▶ [For Other Electronic Filers](#)
- ▶ [General Info about Wage Filing](#)
- ▶ [IRS Information](#)
- ▶ [Publication Resources](#)

[Employer Support Links](#)

Submission Status

[View Submission Status](#)

Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Employer Report Status](#)

Check wage report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to request a one-time 15-day extension of the deadline:

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

7. On the EWR home page:

- Forms W-2/W-3 Online tab is default.
- Select the **Create/Resume Forms W-2/W-3 Online** link. If there are no unsubmitted reports, the system displays the “Before You Create Your Form(s) W-2/W-3” page. If there are unsubmitted Forms W-2/W-3, the system displays the Forms W-2/W-3 Online “Unsubmitted Reports” page.

Note: You may have a maximum of fifty unsubmitted reports at one time. When you have reached the fifty “saved” report limit, you must first submit at least one of the unsubmitted reports in order to be able to start a new report. If there are forty-nine or fewer reports, you may continue without submitting the existing reports.

Social Security Online
Electronic Wage Reporting (EWR)

www.socialsecurity.gov | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Forms W-2/W-3 Online

Unsubmitted Reports

You have 3 saved reports that you have not yet submitted.
To resume a previous report, select the "Edit" button next to the report.

Note: Unsubmitted reports are deleted if you do not resume working with them before the purge date.

	Employer Name	EIN	# of Form(s) W-2	Save Date ▲	Purge Date	Tax Year
Edit Delete	TEST	231061041	1	08-06-2020	12-04-2020	2020
Edit Delete	TEST	231061041	1	08-11-2020	12-09-2020	2020
Edit Delete	TEST	231061041	1	09-04-2020	01-02-2021	2020

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

8. On the Unsubmitted Reports page:
- Select the **Start a New Report** button. The system displays the “Before You Create Your Form(s) W-2/W-3” page.
 - Select the **Edit** link or the Employer Name link to go to the “W-2 List for this Submission” page.
 - Select the **Delete** link to delete an unsubmitted report. The “Are you sure you want to delete the unsubmitted report?” page will be displayed.
 - Select the **Cancel** button to return to the EWR home page.



Forms W-2/W-3 Online

Before You Create Your Form(s) W-2/W-3

Please answer the following questions:

▶ Please select the Tax Year:

▶ For whom are you filing?

▶ Please enter the EIN:

▶ Please select the type of W-2 Form (Regular or Territorial):

▶ **Have you received a Reconciliation Letter?** YES, I am creating this report because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA(W-3).

Check for Exceptions

Does this wage report involve any of the following uncommon situations? [More info](#)
If any of these apply to you, [contact us](#) for advice on filing your wage reports.

- Are you attempting to file Forms W-2c?
- Are you filing for Self-Employed income that is not from a church or religious organization?
- Agent Indicator codes?
- Are you filing a W-2 with entries only in boxes 8 or 13-20?

Yes, one or more of these situations apply to this wage report.

! Warning: Be sure to select the correct information. You will not be able to return to this page when you select "Continue".

Cancel
Continue >>

9. On the Before You Create Your Form(s) W-2/W-3 page:

- Provide correct information related to Tax Year, company name, EIN and the type of W-2 Form you are creating. If you received a Reconciliation Letter, select the check box.
- If none of the situations listed in the Check for Exceptions section apply, select the **Continue** button to go to the “Employer Information for this Wage Report” page.
- If any of the situations listed in the Check for Exception section apply, select the check box and the **Continue** button to go to the “W-2 Online Restrictions” page.
- Select the **Cancel** button to return to the EWR home page.

Social Security Online **Electronic Wage Reporting (EWR)**

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Forms W-2/W-3 Online

Steps: 1 **Employer Information** 2 Form(s) W-2 3 W-2 List 4 W-3 Preview 5 Print & Review 6 Sign & Submit 7 Submission Confirmation 8 Save PDF

1 Employer Information for this Wage Report

Fields marked with an asterisk (*) MUST be completed.

Enter/Review Employer Information for this Wage Report

Please note: If this information has changed - updating on this page only changes information for this current wage report. To officially correct IRS records you will need to contact the IRS or use the appropriate [IRS employer tax return form](#).

* Employer Name:

* EIN:

* Country:

Address Line 1 (Apt, Floor, Bldg., etc.):

Address Line 2 (Street Address or PO Box):

* City:

* State Abbreviation (for U.S.)/Province:

* ZIP/Postal Code: ZIP Ext. (U.S. only):

<p>Contact Person for this Submission</p> <p>* Name: <input type="text" value="DQTV TEST"/></p> <p>* E-mail: <input type="text" value="BRYAN.LYONS@SSA.GOV"/></p> <p>* Phone: <input type="text" value="4105556666"/> Ext: <input type="text"/></p> <p>Fax: <input type="text"/></p>	<p>Contact Person for this Employer</p> <p>* Name: <input type="text"/></p> <p>E-mail: <input type="text"/></p> <p>* Phone: <input type="text"/> Ext: <input type="text"/></p> <p>Fax: <input type="text"/></p>
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Other Information

Please fill in the following if they apply to you (these are generally uncommon).

Other EIN Used this Year for this Employer:

Establishment Number:

W-3 Control ID:

Kind of Payer

Select the Kind of Payer that best describes your situation, review the contact information on file and make any necessary changes.

* Kind of Payer:

Warning: Be sure to select the correct Kind of Payer. You will not be able to change your selection for this wage report at any time.

941 (Regular)

Household Employer

943 (Agriculture)

944 (Regular)

CT-1 (Railroad)

Medicare Government Employer (For Government Employers only)

Military

Kind of Employer

Select the Kind of Employer that best describes your situation.

* Kind of Employer:

Federal Government

Tax Exempt Employer (501c Non-Govt)

State and Local Governmental Employer (State/Local Non-501c)

State and Local Tax Exempt Employer (State/Local 501c)

None Apply

Third-party Sick Pay

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

10. On the Employer Information for this Wage Report page:

- Enter or review Employer Information, Contact Person information, Other Information and select the Kind of Payer and the Kind of Employer, then select the **Continue** button to go to the “Enter W-2 Information” page.
- If W-2 reports from last year exist, the system will display these reports.

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Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

① Employer Information for this Wage Report (TEST)

W-2 Reports from last year exist which may be used for prefilling data for this year's reports. To use these reports, select one of the WFIDs below, otherwise select **Continue**.

WFID	Date Submitted	Reports Available: 3 # of W-2s
8192D1	01-15-2020	1
8192D3	01-15-2020	1
8192EY	03-31-2020	1

Cancel Continue >>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

- The user can choose to use these reports for Data Assist purpose by selecting one of the WFIDs to go to the “W-2(s) Available for WFID XXXXXX” page or choose to create a new W-2 by selecting **Continue** button to go to the “Enter W-2 Information” page.
- Select the **Cancel** button to return to the EWR home page.

Social Security Online **Electronic Wage Reporting (EWR)**
 www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

② W-2(s) Available for WFID BBK130 (TEST COMPANY ONE HUNDRED AND ONE. THIS IS ONLY A TEST.)

Please select W-2(s) for prefill this year's W-2(s).

Select All	Name	SSN	# of W-2(s) Available: 4
<input type="checkbox"/>	FIRST NAME, LAST NAME	XXX-XX-4444	
<input type="checkbox"/>	TEST THREE, TEST LASTS	XXX-XX-5555	
<input type="checkbox"/>	TEST FOUR, LAST FOUR	XXX-XX-6767	
<input type="checkbox"/>	TEST FRIST ONE, LAST TEST	XXX-XX-6767	

Cancel << Previous **Continue >>**

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

11. On the W-2(s) Available for WFID XXXXXX page:

- Select W-2(s) for prefill this year’s W-2(s), and then select the **Continue** button to go to the “W-2 List for this Submission” page.
- Select the **Previous** button to return to the “Employer Information for this Wage Report” (with W-2 reports) page.
- Select the **Cancel** button to return to the EWR home page.

Social Security Online **Electronic Wage Reporting (EWR)**
 www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ **W-2 List** ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

③ W-2 List for this Submission (TEST INC)

To review or edit a W-2, select the employee name. Once you are finished entering Form(s) W-2, you can preview the W-3.

The Status column displaying a  symbol indicates that the form has been prefilled and is not completed. To complete a form, please select a name.

Form(s) W-2 Entered: 1

Status	Order Entered	Name	SSN	Wages (box 1)	
	1.	DAMA, SRINI	XXX-XX-1234	-	Delete
Total				\$0.00	

[Save and Quit](#)
[Edit Employer Information](#)
[Start a New W-2 >>](#)
[Continue to W-3 Preview >>](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

12. On the W-2 List for this Submission page:

- The Status column displaying a  symbol indicates that the form has been prefilled and not completed. To complete a form, please select a name to go to the “Enter W-2 Information” page.
- When all prefilled forms are completed,  will be replaced by .

Social Security Online **Electronic Wage Reporting (EWR)**
 www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2PR ③ **W-2PR List** ④ W-3PR Preview ⑤ Sign & Submit ⑥ Submission Confirmation

③ W-2PR List for this Submission (TEST)

To review or **edit** a W-2PR, select the employee name. Once you are finished entering Form(s) W-2PR, you can preview the W-3PR.

This report was last modified on 08-06-2020. Form(s) W-2PR Entered: 1

Status	Order Entered	Name	SSN	Wages (box 1)	
✓	1.	LEE, WFI	XXX-XX-8764	\$111.00	Delete
Total				\$111.00	

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

- Select a name to view and edit the W-2 data.
- Select the **Delete** link to delete the W-2. When you select the delete link, “Are you sure you want to delete this W-2” page will be displayed for your assistance.
- Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to the Social Security Administration (SSA). When you select this button, “Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA” page will be displayed for your assistance.
- Select the **Edit Employer Information** button to go to the “Employer Information for this Wage Report” page.
- Select the **Start a New W-2** button to go to the “Enter W-2 Information” page.
- Select the **Continue to W-3 Preview** button to go to the “W-3 Preview for this Submission” page. If one of the prefilled forms has not been completed, the **Continue to W-3 Preview** button will not be active.

Social Security Online **Electronic Wage Reporting (EWR)**
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Forms W-2/W-3 Online

Steps: ① Employer Information ② **Form(s) W-2** ③ W-2 List ④ W-3 Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

2 Enter W-2 Information
 You are currently working on W-2 number: 1 of 50.

Fields marked with an asterisk (*) MUST be completed.

a * Employee's social security number 232 - 22 - 2343		For official use only OMB No. 1545-0008			
b Employer identification number 53 - 0090864		1 Wages, tips, other compensation \$ 33.00	2 Federal income tax withheld \$ 2.00		
c Employer's name, address, and ZIP code MAY BALTIMORE, MD 21111		3 Social security wages \$ 0.00	4 Social security tax withheld \$ 0.00		
		5 Medicare wages and tips \$ 0.00	6 Medicare tax withheld \$ 0.00		
d Control number		7 Social security tips \$ 0.00	8 Allocated tips \$ 0.00		
		9 Not Applicable		10 Dependent care benefits \$ 0.00	
e Employee's first name, middle initial, last name and suffix * First: S Middle: * Last: D Suffix:		11 Nonqualified plans Section 457 distributions or contributions \$ 0.00	12a Code: \$ 0.00		
		Not section 457 distributions or contributions \$ 0.00			
f Employee's address * Country: United States Address Line 1 (Apt, Floor, Bldg., etc.): Address Line 2 (Street Address or PO Box): * City: U.S. address or a foreign address * State/Province: MD * ZIP/Postal code: 23222 ZIP Ext. (U.S. only):		13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>	12b Code: \$ 0.00		
		14 Other Description (1): Amount (1): \$ 0.00 Description (2): Amount (2): \$ 0.00 Description (3): Amount (3): \$ 0.00		12c Code: \$ 0.00 12d Code: \$ 0.00	
15 Employer's State ID number	16 State wages, tips, etc. \$ 0.00	17 State income tax \$ 0.00	18 Local wages, tips, etc. \$ 0.00	19 Local income tax \$ 0.00	20 Locality name

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

13. On the Enter W-2 Information page:

- Select the **Save and Create a New W-2** button to save this W-2 information and create a new W-2. The system may display some alerts. If an alert is displayed, you may proceed by making corrections to the W-2 or by selecting the override checkbox.
- Select the **Save and Go to Next W-2** button to save this W-2 information and edit next W-2 on the W-2 List for this Submission page. The system may display some alerts. If an alert is displayed, you may proceed by making corrections to the W-2 or by selecting the override checkbox.
- Select the **Save and Go to W-2 List** button when you finish creating or editing W-2s to go to the “W-2 List for this Submission” page.

Note: *You can enter a maximum of fifty W-2s. The number of the current W-2 is displayed at the top of the “Enter W-2 Information” page. When entering your fiftieth W-2, the system will no longer display the **Save and Create a New W-2** button.*

- Select the **Cancel Changes** button to discard changes made to this W-2 and go to the “W-2 List for this Submission” page.
- Select the **Delete this W-2** button: If the form has been saved previously, the system will display the “Are you sure you want to delete this W-2” page; If the form has not been saved previously, the system will display the “W-2 List for this Submission” page.



Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ **W-3 Preview** ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

④ W-3 Preview for this Submission

Ensure that the information on your Form(s) W-2 for this employer [reconciles](#) with the total of Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.

To edit this data, please [Return to W-2 List](#) and select the W-2 you need to edit.

a Control number		For official use only OMB No. 1545-0008	
b Kind of payer 941 - Regular		1 Wages, tips, other compensation \$344.00	2 Federal income tax withheld \$0.00
Kind of employer Federal Government		3 Social security wages \$0.00	4 Social security tax withheld \$0.00
c Total number of forms W-2 1	d Establishment number	5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00
e Employer identification number 23-1061041		7 Social security tips \$0.00	8 Allocated tips \$0.00
Employer's name, address, and ZIP code TEST 23 MAIN BALTIMORE, MD 44411		9 Not Applicable	10 Dependent care benefits \$0.00
		11 Nonqualified plans \$0.00	12a Deferred compensation \$0.00
		13 For third-party sick pay use only	12b Not Applicable
		14 Income tax withheld by payer of third-party sick pay \$ <input type="text" value="0.00"/>	
h Other EIN used this year		Note: The state and local totals below reflect a straight summation of the state and local data you entered on the Forms W-2. If you use this form for reporting to your state and your state has different rules for reporting these totals, you may enter your own totals using your state's rules without affecting the amounts on the Forms W-2. Social security will not use this information and will not forward it to any State or local entity.	
15 State Employer's state ID number 1		16 State wages, tips, etc. \$ <input type="text" value="0.00"/>	17 State income tax \$ <input type="text" value="0.00"/>
		18 Local wages, tips, etc. \$ <input type="text" value="0.00"/>	19 Local income tax \$ <input type="text" value="0.00"/>
Contact person DD		Telephone number 2141121241	
E-mail address		Fax number	

* SSN Truncation: to reduce the risk of identity theft, you may choose to truncate the Social Security Numbers (SSNs) on the PDFs you give to your employees.

***Warning:** once the forms are submitted to SSA, you may not change your selection.

- SSNs will be fully displayed (Format: 123456789)
- SSNs will be truncated (Format: *****1234)

Save and Quit

<< Return to W-2 List

Continue >>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

14. On the W-3 Preview for this Submission page:

- The totals displayed in Boxes 16, 17, 18, and 19 are straight summations of state tax information entered on the Forms W-2. If you intend to use this form for reporting to your state and your state has different rules for reporting those totals, you may enter your own totals and select the **I Agree** check box to continue. This information will not be used by Social Security, nor will it be forwarded to any state or local entity.
- SSN Truncation: to reduce the risk of identity theft, you may choose to truncate the Social Security Numbers (SSNs) on the PDFs you give to your employees by selecting the check box labeled “SSNs will be truncated (Format *****1234); if you choose not to truncate the SSNs, please select the check box labeled “SSNs will be fully displayed (Formate 123456789). Once the forms are submitted to SSA, you may not change your selection.
- Select the **Continue** button to go to the “Print Unsubmitted Form(s) W-2/W-3 for Review” page.
- Select the **Return to W-2 List** button to return to the “W-2 List for this Submission” page.
- Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to SSA. When you select this button, “Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA” page will be displayed for your assistance.

Social Security Online
Electronic Wage Reporting (EWR)

[www.socialsecurity.gov](#) | [EWR Home](#) | [E-mail a Wage Reporting Expert](#) | [Keyboard Navigation](#) | [Logout](#)

Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2 ③ W-2 List ④ W-3 Preview **⑤ Print & Review** ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

⑤ Print Unsubmitted Form(s) W-2/W-3 for Review

- Print the PDF file below to review your unsubmitted Form(s) W-2 and W-3. We recommend that you right click the "Print Unsubmitted ..." link and use the "Save Target As ..." option to save the Unsubmitted forms to your hard drive for review.
- Once you have reviewed your Form(s) W-2 and W-3, give copies to your employees. Ask them to review the information before you submit the final Form(s) W-2 to Social Security. Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees.
- If you need to change any W-2 information, please select the "**Return to W-2 List**" button.
- When you believe the W-2 information is accurate, you can continue to the "**Sign & Submit**" step.
- Check with the IRS for online filing [deadlines](#).

Your Unsubmitted Copy

Your unsubmitted work has been saved for future use.

[Print Unsubmitted W2/W3 240053436.tmp](#)

[What's in this PDF?](#)

[Problems Printing Form\(s\) W-2?](#)

[Save and Quit](#)
[<< Return to W-2 List](#)
[Continue >>](#)

In order to view or print these files in the PDF format, you will need Adobe's Acrobat® reader. You will need to [download](#) and install the free Acrobat Reader on your computer. Version 5.0 or greater is recommended.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

15. On the Print Unsubmitted Form(s) W-2/W-3 for Review page:

- Select the **Continue** button to go to the “Sign and Submit” page.
- Select the **Return to W-2 List** button to return to the “W-2 List for this Submission” page.
- Select the **Save and Quit** button to exit W-2 Online without submitting your wage report to SSA. When you select this button, “Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA” page will be displayed for your assistance.

The screenshot shows the 'Sign and Submit' step of the EWR process. At the top, there is a red banner with 'Social Security Online' and 'Electronic Wage Reporting (EWR)'. Below this is a navigation bar with links for 'www.socialsecurity.gov', 'EWR Home', 'E-mail a Wage Reporting Expert', 'Keyboard Navigation', and 'Logout'. The main heading is 'Forms W-2/W-3 Online'. A progress bar shows steps 1 through 8, with step 6 'Sign & Submit' highlighted. The main content area contains a declaration box with the text: 'Under penalty of perjury, I declare that I have examined this wage report and, to the best of my knowledge and belief, they are entered accurately based on the information available to me. By checking agreement below and selecting the "Submit this Wage Report" button, I affirm that the above statement is true.' Below this is a checkbox labeled 'I, DQTV TEST, read and agree with the above.' which is checked. A note states: 'Note: You are only attesting to the accuracy of this information.' At the bottom, there are three buttons: 'Save and Quit', '<< Previous', and 'Submit this Wage Report >>'. A footer note says: '* Once you submit this wage report electronically, do not send any paper forms to SSA.' At the very bottom, there is contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

16. On the Sign and Submit page:

- Select the check box to attest to the accuracy of the report and select the **Submit this Wage Report** button to submit your wage report correction. The system will display the “Confirmation Receipt - Your W-2/W-3 File Was Received” page with a pop-up window.
- Select the **Save and Quit** button to exit W-2 Online without submitting your wage report correction to SSA. When you select this button, “Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA” page will be displayed for your assistance.
- Select the **Previous** button to return to the “Print Unsubmitted Form(s) W-2 for Review” page.

Social Security Online **Electronic Wage Reporting (EWR)**
www.socialsecurity.gov EWR Home | Email a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2/W-3 Online

Steps: ① Employer Information ② Form(s) W-2PR ③ W-2PR List ④ W-3PR Preview ⑤ Sign & Submit ⑥ Submission Confirmation

7 Confirmation Receipt - Your W-2/W-3 File Was Received

Your wage report was submitted successfully. Thank you for using W-2 Online.

This Wage File Identifier (WFID) is your confirmation number: **81B0X3**

We encourage you to print this page for your records. Your receipt will no longer be available once you leave this page.

If you need to delete this submission, you may do so by using the Submission Status application when the submission shows a "RECEIVED" status.

! Do not mail us any paper Form(s) W-2PR or W-3PR.

Your Receipt

Employer: TEST	Employer EIN: 231061041
Tax year: 2020	Payer type: 941-PR
Received on: 09/11/2020 01:29 PM Eastern Time	Form type: W-2PR

Received:	1 Form W-2PR	Federal income tax withheld:	
Total wages:	\$111.00	Social security tax withheld:	\$0.00
Social security wages:	\$0.00	Medicare tax withheld:	\$0.00
Medicare wages and tips:	\$0.00		

What You Should Do Next

- Keep a printout of this page for 4-7 years as proof of your filing date.
- File W-2PR forms with the Puerto Rico Department of the Treasury. See instructions [here](#) on filing requirements for the Puerto Rico Department of the Treasury.

! Do not mail us any paper Form(s) W-2PR or W-3PR.

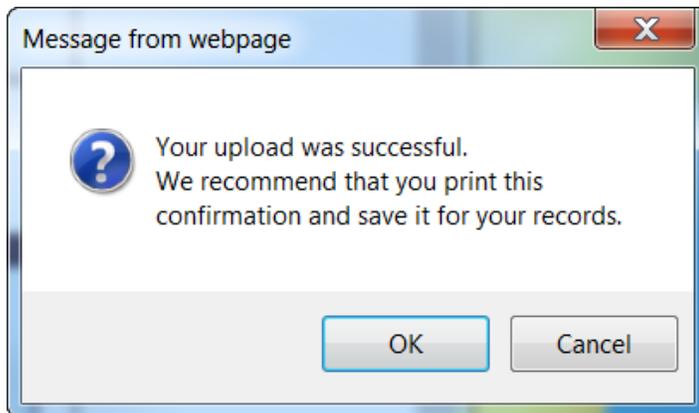
What to Expect

- You can check the status of your submission by selecting the View Submission Status link from the EWR homepage.
- Please note: If your address or phone number has changed, remember to correct it in IRS records by using the IRS form 941. Contact the IRS for more information.
- If you need to make a correction to this wage report, ensure that the status of the report is COMPLETE. Then you can use the W-2c application to make corrections.

EWR Home | View Unsubmitted Reports | Print this Page | Start a New Report

Have a question? Call 1-800-772-6270 Mon - Fri 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778

17. On the pop-up window:



- Select the **OK** button to print the “Confirmation Receipt - Your W-2/W-3 File Was Received” page.
- Select the **Cancel** button to close the pop-up window.

18. On the Confirmation Receipt – Your W-2/W-3 File Was Received page:

- Select the **Print this Page** button to print the confirmation page.
- Select the **Go to Save Official PDF** button to go to the “Save PDF” page.

Note: Your wage file will be available for you to review under your BSO account until the date displayed on your “Save PDF” page.

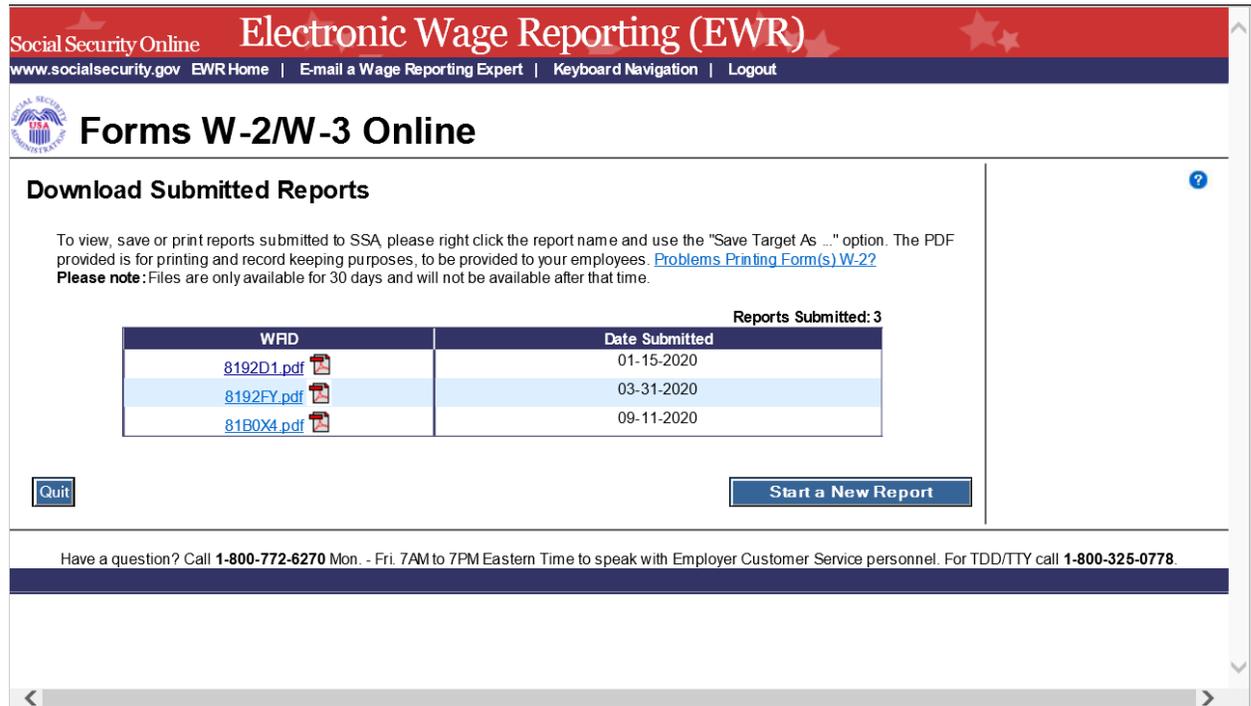
The screenshot displays the 'Save PDF' page of the Electronic Wage Reporting (EWR) system. At the top, the Social Security Online logo and navigation links are present. A progress bar indicates the current step is 8, 'Save PDF'. The main content area includes instructions on saving the PDF file to a hard drive and a warning not to mail paper forms. A central box titled 'Save Your Official Copy' provides important information and a link to the submitted PDF file, 'g1B0X4.pdf (Final)'. At the bottom, there are buttons for 'EWR Home', 'View Unsubmitted Reports', and 'Start a New Report'. A footer contains contact information for customer service.

19. On the Save PDF page:

- Right click the file name (<filename.pdf>) to view or save the submitted report.
- Select the **Start a New Report** button to return to the “Before You Create Your Form(s) W-2/W-3” page.
- Select the **View Unsubmitted Reports** button to go to the “Unsubmitted Reports” page.
- Select the **EWR Home** button to go to the EWR home page.

Step-By-Step Instructions for Download Submitted Reports

1. Select the **Save (or Print) Submitted W-2 Report(s)/PDF to Your Computer** link under the Forms W-2/W-3 Online tab on EWR home page. The system displays the “Download Submitted Reports” page.



Social Security Online **Electronic Wage Reporting (EWR)**
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2/W-3 Online

Download Submitted Reports

To view, save or print reports submitted to SSA, please right click the report name and use the "Save Target As ..." option. The PDF provided is for printing and record keeping purposes, to be provided to your employees. [Problems Printing Form\(s\) W-2?](#)
Please note: Files are only available for 30 days and will not be available after that time.

Reports Submitted: 3

WFID	Date Submitted
8192D1.pdf	01-15-2020
8192FY.pdf	03-31-2020
81B0X4.pdf	09-11-2020

[Quit](#) [Start a New Report](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

2. Right-click the WFID link on the “Download Submitted Reports” page to display a menu including the following options:

- Select **Save Target As** to download the file onto your computer.
- Select **Open in New Window** to view the file.

Note: Adobe Acrobat Reader is required to view your downloaded wage file. If you do not have Adobe Acrobat Reader on your computer, you can download it at [adobe](#) website.

Note: If a submission has been deleted through the Submission Status application by the user, a message will be displayed to let the user know that the report is not downloadable.

- Select the **Quit** button to return to the EWR home page.
- Select the **Start a New Report** button to proceed to the “Before You Create Your Form(s) W-2/W-3” page.

Appendix: Other Pages

1. **Are You Sure You Want to Delete This W-2 Page:** If a user selects the **Delete This W-2** button on the “Enter W-2 Information” page, the system shall display the “Are you sure you want to delete this W-2” page.

The screenshot shows the top navigation bar with links for 'www.socialsecurity.gov', 'EWR Home', 'E-mail a Wage Reporting Expert', 'Keyboard Navigation', and 'Logout'. Below the navigation bar is the Social Security Administration logo and the heading 'Forms W-2/W-3 Online'. The main content area contains the question 'Are you sure you want to delete this W-2?'. Underneath, there is an 'Options' section with two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted, and its description reads: 'Your selected W-2 will be deleted and you will be sent to the W-2 List for this Submission page.' The 'No' button's description reads: 'This will take you back to the W-2 List for this Submission page.' At the bottom of the page, there is a footer with contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

2. **W-2 Online Restrictions Page:** Users can access “W-2 Online Restrictions” page by selecting the **Continue** button on the “Before You Create Your Form(s) W-2/W-3” page when the check box “Yes, one or more of these situations apply to this wage report” is selected.

The screenshot shows the top navigation bar with links for 'www.socialsecurity.gov', 'EWR Home', 'E-mail a Wage Reporting Expert', 'Keyboard Navigation', and 'Logout'. Below the navigation bar is the Social Security Administration logo and the heading 'Forms W-2/W-3 Online'. The main content area contains the heading 'W-2 Online Restrictions' followed by a question mark icon. The text below reads: 'According to the answers you provided on the *Before You Start* page you are not eligible to use W-2 Online to file this wage report because of the restrictions and limitations of the W-2 Online system.' Below this, it says: 'You may use the [File Upload application](#) if you have software that produces EFW2 formatted electronic files to file this wage report, you may use paper W-2 forms for filing this wage report or you may view a list of [vendors](#) who provide products and services which may enable you to file Forms W-2 electronically.' At the bottom of the content area, there is a button labeled 'EWR Home Page'. At the bottom of the page, there is a footer with contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

3. **Are You Sure You Want to Save and Exit W-2 Online Without Submitting Your Annual Wage Report to SSA?** page: If a user selects the **Save and Quit** button on the “W-2 List for this Submission (ABC Limited)” page, “W-3 Preview for this Submission” page, the “Print Unsubmitted Form(s) W-2/W-3 for Review” page or on the “Sign and Submit” page, the system shall display the “Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA” page.

<p>Social Security Online Electronic Wage Reporting (EWR)</p> <p>www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout</p>							
<p> Forms W-2/W-3 Online</p>							
<p>Are you sure you want to save and exit W-2 Online without submitting your annual wage report to SSA?</p>							
<table border="1"> <tr> <th colspan="2">Options</th> </tr> <tr> <td><input type="button" value="Yes"/></td> <td>Your employer information and Forms W-2VI will be saved until 01-09-2021. You may return to finalize and submit your annual wage report anytime between now and 01-09-2021.</td> </tr> <tr> <td><input type="button" value="No"/></td> <td>Continue working on this wage report.</td> </tr> </table>		Options		<input type="button" value="Yes"/>	Your employer information and Forms W-2VI will be saved until 01-09-2021. You may return to finalize and submit your annual wage report anytime between now and 01-09-2021.	<input type="button" value="No"/>	Continue working on this wage report.
Options							
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<input type="button" value="No"/>	Continue working on this wage report.						
<p>Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.</p>							

4. **Are You Sure You Want to Delete the Unsubmitted Report Page:** If a user selects **Delete** button on the “Unsubmitted Reports” page, the system shall display the “Are you sure you want to delete the Unsubmitted Report” page.

<p>Social Security Online Electronic Wage Reporting (EWR)</p> <p>www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout</p>							
<p> Forms W-2/W-3 Online</p>							
<p>Are you sure you want to delete the unsubmitted report?</p>							
<table border="1"> <tr> <th colspan="2">Options</th> </tr> <tr> <td><input type="button" value="Yes"/></td> <td>Your unsubmitted wage report will be deleted.</td> </tr> <tr> <td><input type="button" value="No"/></td> <td>You will be sent back to the Unsubmitted Reports page.</td> </tr> </table>		Options		<input type="button" value="Yes"/>	Your unsubmitted wage report will be deleted.	<input type="button" value="No"/>	You will be sent back to the Unsubmitted Reports page.
Options							
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